

R 142050Z SEP 01 ZYB
FM CNO WASHINGTON DC//N41//
TO RUENAAA/UNSECNAV WASHINGTON DC//AUSN//
RUCBCLF/CINCLANTFLT NORFOLK VA//02F/02F22/02F125//
RHHMHAA/CINCPACFLT PEARL HARBOR HI//N80/N82/N823/N8233//
RHDLCNE/CINCUSNAVEUR LONDON UK//B82/N822/N412/N66//
RULSSEA/COMNAVSEASYS COM WASHINGTON DC//01/09A/09A3//
RULSFAN/COMNAVAIRSYS COM PATUXENT RIVER MD//7.6//
RHMFIUU/COMNAVAIRSYS COM PATUXENT RIVER MD//7.6//
RUCCBWF/BUPERS MILLINGTON TN//02/022/0222/0164//
RHMFIUU/BUPERS MILLINGTON TN//02/022/0222/0164//
RUCTPOA/CNET PENSACOLA FL//00C/OS8/05411/05821//
RHMFIUU/CNET PENSACOLA FL//00C/OS8/05411/05821//
RUENMED/BUMED WASHINGTON DC//01/04//
RHMFIUU/BUMED WASHINGTON DC//01/04//
RULSMSC/COMSC WASHINGTON DC//N8/N85//
RULSAMX/COMNAVSUPSYSCOM MECHANICSBURG PA//01/122/012E//
RUWDHFG/COMSPAWARESYS COM SAN DIEGO CA//01/08-1/80-45/01-422//
RHMFIUU/COMSPAWARESYS COM SAN DIEGO CA//01/08-1/80-45/01-422//
RULSADK/COMNAVFACENGCOM WASHINGTON DC//FM/FMR-JW//
RHMFIUU/COMNAVFACENGCOM WASHINGTON DC//FM/FMR-JW//
RUCCFLE/COMNAVMETOC COM STENNIS SPACE CENTER MS//N4/N4B/N413//
RHMFIUU/COMNAVMETOC COM STENNIS SPACE CENTER MS//N4/N4B/N413//
RUCCNOM/COMNAVRESFOR NEW ORLEANS LA//N8/N4/N4B/N42//
RHMFIUU/COMNAVRESFOR NEW ORLEANS LA//N8/N4/N4B/N42//
RULSWCA/COMNAVTEL COM WASHINGTON DC//N7/N74//
RHMFIUU/COMNAVTEL COM WASHINGTON DC//N7/N74//
RULKSD/COMNAVSECGRU FT GEORGE G MEADE MD//N8/N82/N8222//
RULSDSA/DIRSSP WASHINGTON DC//SP-13//
RHMFIUU/DIRSSP WASHINGTON DC//SP-13//
RUENAAA/FLDSUPPACT WASHINGTON DC//N09BF/FSA85/FSA85C/FSA82G//
RHMFIUU/FLDSUPPACT WASHINGTON DC//N09BF/FSA85/FSA85C/FSA82G//
RUCXONI/ONI WASHINGTON DC//01/121/143/1431/00C//
RULYSCC/NAVSYSMG TAC WASHINGTON DC//01//
RULSOCA/CNR ARLINGTON VA//08/41/822/823//
RUWFAFK/COMNAVSPECWARCOM CORONADO CA//N7/N42/N421//
INFO RUENAAA/ASSTSECNAV FM WASHINGTON DC//FMO//
RHMFIUU/ASSTSECNAV FM WASHINGTON DC//FMO//
RUENAAA/ASSTSECNAV RDA WASHINGTON DC//ABM//
RHMFIUU/ASSTSECNAV RDA WASHINGTON DC//ABM//
AIG FOUR FOUR//JJJ//
RUCOIAA/FISC NORFOLK VA//00/40//
RUENAAA/DON CIO WASHINGTON DC//JJJ//
RHMFIUU/DON CIO WASHINGTON DC//JJJ//
RUWDHLP/COMNAVREGSW SAN DIEGO CA//N8/N82//
RUDIDFC/DFAS COLUMBUS OH//CO/SCM//
RHMFIUU/DFAS COLUMBUS OH//CO/SCM//
RULYSCC/NAVAL AUDIT SERVICE ARLINGTON VA//AUD-FA4//
BT
UNCLAS SECTION 01 OF 02
MSGID/GENADMIN/CNO WASHINGTON DC/N41//
SUBJ/END OF FY01 PERSONAL PROPERTY CLOSE OUT PROCEDURES//
POC/CDR JOHN SPICER/OPNAV N41D/TEL (703) 604-9944/-
[/EMAIL:SPICER.JOHN@HQ.NAVY.MIL](mailto:SPICER.JOHN@HQ.NAVY.MIL)//
RMKS/1. THIS MESSAGE OUTLINES PROCEDURES TO BE USED FOR THE END OF FISCAL YEAR
2001 DPAS PERSONAL PROPERTY CLOSE OUT.

2. THE NAVY HAS CONVERTED NEARLY 100 PERCENT OF ITS CAPITAL ASSETS TO DPAS OVER THE LAST TWO YEARS. MUCH HAS BEEN ACCOMPLISHED TO ENSURE ALL CAPITAL ASSETS ARE RECORDED ACCURATELY, IDENTIFIED CORRECTLY AND DEPRECIATED MONTHLY DURING THIS FISCAL YEAR. WITH THE END OF THE FISCAL YEAR APPROACHING IT IS IMPERATIVE THAT THE NAVY REPORTS THE CORRECT VALUE OF ITS CAPITAL ASSETS. TO ENSURE THE FY01 GENERAL FUND (GF) PERSONAL PROPERTY ACCOUNTS ARE REPORTED PROPERLY ON YEAR-END FINANCIAL STATEMENTS, THE FOLLOWING PROCEDURES AND RESPONSIBILITIES ARE PROMULGATED FOR ACTION.

3. GENERAL EVENTS.

A. NAVY DPAS USERS WILL NOT HAVE ACCESS TO THEIR DPAS DATA FROM 1600 (EST) FRIDAY, 28 SEP UNTIL 0800 (EST) WEDNESDAY, 3 OCT 01.

B. FINAL END OF FY01 DPAS DEPRECIATION IS SCHEDULED TO PROCESS DURING END OF DAY BATCH PROCESSING ON FRIDAY, 28 SEP 01 FOR ALL NAVY DATABASES.

C. NAVY DPAS SUPPORT TEAM WILL INITIATE THE END OF FY01 GENERAL PERSONAL PROPERTY DEPRECIATION PROCESSING INCLUDING ALL FINANCIAL REPORTS FOR ALL MAJOR CLAIMANTS.

D. TO PREPARE FOR AND PROCESS THE END OF FY01 GF PERSONAL PROPERTY DEPRECIATION FOR ALL NAVY DPAS DATABASES EACH MAJOR CLAIMANT AND INDIVIDUAL DPAS SITE MUST ENSURE ALL DEPRECIABLE RECORDS ARE CORRECT AND ACTIVATED (IN USE). TO THIS END, THE FOLLOWING PROCEDURES MUST BE ACCOMPLISHED BY THE ACTIVITIES CITED NLT THE DATES INDICATED.

4. OPNAV N41D WILL:

A. FORWARD END OF FY01 DPAS PROCESSING PROCEDURES TO ALL MAJOR CLAIMANT DPAS POC'S (NOTE: THIS MSG ADDRESSES THIS REQUIREMENT).

B. CONTACT DECC DAYTON TO ENSURE ALL NAVY DATABASES ARE UNAVAILABLE FOR USE DURING THE PERIOD 1600 (EST) FRIDAY, 28 SEP 01 UNTIL 0800 (EST) WEDNESDAY, 3 OCTOBER 01.

C. TEST AND CERTIFY THE FY01 YEAR-END REPORTING QUERY.

D. PROVIDE THE FY01 YEAR-END REPORTING QUERY TO THE NAVY DPAS SUPPORT TEAM FOR PROCESSING.

E. REVIEW/VALIDATE FINANCIAL DATA RECEIVED FROM THE NAVY DPAS SUPPORT TEAM PROCESSING THE FY01 YEAR-END REPORTING QUERY AND CAPITAL ASSET TRIAL BALANCE REPORT DATA.

F. POPULATE THE FMO PERSONAL PROPERTY DATA COLLECTION INSTRUMENT (DCI) WITH THE GF PROPERTY CAPITAL ASSET FINANCIAL DATA FOR ALL MAJOR CLAIMANTS.

G. FORWARD THE FINAL APPROVED GF PROPERTY CAPITAL ASSET FINANCIAL DATA TO THE RESPECTIVE MAJOR CLAIMANT DPAS POC'S FOR THEIR RECORDS.

5. MAJOR CLAIMANTS WILL:

A. NOTIFY THEIR DPAS USERS

(1) DPAS DEPRECIATION PROCESSING WILL OCCUR ON THE ABOVE DATE.

(2) DPAS WILL NOT BE AVAILABLE FOR USE DURING THE PERIOD 1600 (EST) FRIDAY, 28 SEP 01 UNTIL 0800 (EST) WEDNESDAY, 3 OCT 01.

(3) ALL GENERAL PERSONAL PROPERTY CAPITAL ASSETS MUST BE ACTIVATED NLT 1600 (EST) WEDNESDAY, 26 SEP 01.

(4) ACTIVITIES MUST ENSURE THERE ARE ZERO PERSONAL PROPERTY CAPITAL ASSETS WITH A CAPITALIZATION CODE (CPTL CD) EQUAL TO "N."

(5) ACTIVITIES MUST ENSURE THAT ALL NATIONAL DEFENSE PROPERTY, PLANT, AND EQUIPMENT (ND PP&E) RECORDS WITH AN ACQUISITION COST EQUAL TO OR GREATER THAN \$100K ARE CORRECTLY IDENTIFIED IN DPAS.

B. FORWARD AUGUST DATABASE CLEAN UP SPREADSHEETS/REPORTS TO THE APPROPRIATE UIC PERSONAL PROPERTY MANAGERS FOR ACTION NLT 17 SEP.

C. CONFIRM THERE ARE NO GF PERSONAL PROPERTY CAPITAL ASSET RECORDS IN THEIR DATABASE WITH A CAPITALIZATION CODE (CPTL CD) EQUAL TO "N."

D. VERIFY ALL ND PP&E RECORDS WITH AN ACQUISITION COST EQUAL TO OR GREATER THAN \$100K ARE IDENTIFIED CORRECTLY (I.E. GENERIC NOMENCLATURE REFLECTS NDE, TYPE ASSET CODE IS N, ASSET CODE IS T, AND THE CPTL CD IS N/A OR BLANK).

E. NOTIFY OPNAV N41D NLT 1600 (EST) THURSDAY, 27 SEP, VIA MSG OR EMAIL, THAT ALL GENERAL PERSONAL PROPERTY CAPITAL ASSETS HAVE BEEN ACTIVATED.

F. RECEIVE FINAL APPROVED GF PERSONAL PROPERTY CAPITAL ASSET FINANCIAL DATA FROM OPNAV N41D THAT WAS SUBMITTED TO FMO.

5. INDIVIDUAL DPAS SITE PERSONAL PROPERTY MANAGERS WILL:

A. NOT LOG ON TO DPAS DURING THE PERIOD 1600 (EST) FRIDAY, 28 SEP 01 UNTIL 0800 (EST) WEDNESDAY, 3 OCT 01.

B. IF NECESSARY, CHANGE CAPITALIZATION CODES TO REFLECT N/A. PROCEDURES ARE LISTED ON THE NAVY DPAS WEB PAGE AT WWW.NOR.FISC.NAVY.MIL/HOME/DPAS.HTM. SELECT USER SERVICES, PROCEDURES AND HELPFUL HINTS, CHANGING A CAPITALIZATION CODE FOR A HAND RECEIPT RECORD.

C. PERFORM INQUIRY IN DPAS TO ENSURE ALL ND PP&E RECORDS WITH AN ACQUISITION COST EQUAL TO OR GREATER THAN \$100K ARE IDENTIFIED CORRECTLY (I.E., GENERIC NOMENCLATURE REFLECTS NDE, TYPE ASSET CODE IS N, ASSET CODE IS T, AND THE CPTL CD IS N/A OR BLANK). CORRECT AS NECESSARY.

D. CORRECT ALL AUGUST DATABASE CLEAN UP SPREADSHEET RECORDS/REPORTS RECEIVED FROM THE MAJOR CLAIMANT DPAS POC NLT 1600 (EST) WEDNESDAY, 26 SEP 01.

E. ACTIVATE ALL GENERAL PERSONAL PROPERTY CAPITAL ASSETS PRIOR TO 1600 (EST) WEDNESDAY, 26 SEP 01. PROCEDURES ARE LISTED ON THE NAVY DPAS WEB PAGE AT WWW.NOR.FISC.NAVY.MIL/HOME/DPAS.HTM. SELECT USER SERVICES, PROCEDURES AND HELPFUL HINTS, ACTIVATING CAPITAL ASSETS FOR DEPRECIATION.

F. NOTIFY THEIR MAJOR CLAIMANT DPAS POC NLT 1600 (EST) WEDNESDAY, 26 SEP 01 THAT ALL GENERAL PERSONAL PROPERTY CAPITAL ASSETS HAVE BEEN ACTIVATED.

6. NAVY DPAS SUPPORT TEAM WILL:

A. ENSURE ALL NAVY DATABASE'S MONTHLY DEPRECIATION IS SCHEDULED TO PROCESS ON FRIDAY, 28 SEP 01.

B. FORWARD ALL AUGUST DATABASE CLEAN UP SPREADSHEETS TO APPLICABLE MAJOR CLAIMANT DPAS POC'S NLT 1600 (EST) WEDNESDAY, 12 SEP 01. (NOTE: ACTION HAS BEEN COMPLETED)

C. PROVIDE HELP TO ALL USERS NEEDING ASSISTANCE WITH PROCESSING DPAS TRANSACTIONS IN PREPARATION FOR THE SEP 01 DEPRECIATION PROCESSING.

D. PERFORM FINAL QUERY OF ALL DATABASES TO ENSURE CAPITAL ASSET RECORDS ARE ACTIVATED ON FRIDAY 28 SEP 01.

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